



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	LABORATORY SUPERVISOR
Posting Number	PN# 110500
Department	Health & Human Services
Division	Office of Surveillance & PH Preparedness
Section	Microbiology and Clinical Laboratory
Reporting Location	1115 S. Braeswood
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
	Some weekends and evenings/holidays*
	*Subject to change

DESCRIPTION OF DUTIES

Supervises all phases of the daily laboratory operations within a specific unit or section.

CORE FUNCTIONS

- Provides technical leadership and supervision to the hematology section (hematology, chemistry and blood banking).
- Maintains testing protocols and procedures, equipment and supplies; prepares selections and reports for review.
- Oversees the administrative affairs of the STAT Laboratory and the hematology staff (i.e., training, work assignments, evaluations, attendance records, disciplinary actions, and etc.).
- Provides, manages and establishes a comprehensive quality control and assurance plan of action to maintain testing, quality and productivity.
- Promotes professional development of staff and self-established training programs to allow for continuous education in laboratory science with emphasis in hematology, chemistry and blood banking.

WORKING CONDITIONS

The position occasionally requires stooping, bending, light lifting, such as three (3) or four (4) reams of paper or books (up to 20 pounds or an equivalent weight) may be required.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in the Biological Sciences, Chemistry or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Five (5) years of professional experience in a Public Health laboratory or a similar facility are required. A Master's degree in the Biological Sciences, Chemistry or a closely related field may be substituted for two (2) years of experience.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP2-2).

PREFERENCES

- Five (5) years of recent hematology/blood banking laboratory bench work experience. Two (2) years experience in supervision of a clinical laboratory.
- Competency in the use of laboratory information system and computer skills.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

This position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

GENERAL FUNDED POSITION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range – Pay Grade 24
\$1,419 - \$2,677 Biweekly \$36,894 - \$69,602 Annually

OPENING DATE

May 17, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer